

VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS
HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY
GOVERNMENT CENTER ON THURSDAY, JANUARY 23, 2020 AT 7:00P.M.

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR MICHAEL DREWRY
SUPERVISOR JUDY LYTTLE
SUPERVISOR KENNETH HOLMES
SUPERVISOR WILLIAM (TIM) CALHOUN

ALSO

PRESENT: MR. BILL HEFTY, COUNTY ATTORNEY
MS. MELISSA ROLLINS, ACTING COUNTY ADMINISTRATOR
MS. CAROL SWINDELL, INTERIM FINANCE DIRECTOR
MR. DAVID HARRISON, ECONOMIC DEVELOPMENT DIRECTOR
MR. RAY PHELPS, EMERGENCY SERVICES
MS. PAT BERNSHAUSEN, TOURISM
MS. CAROLYN DICKENS, ACCOUNTS PAYABLE
MR. WILLIAM SAUNDERS, BUILDING AND PLANNING
MR. DELON BROWN, INFORMATION TECHNOLOGY
MS. VALERIE PIERCE, SOCIAL SERVICES
SHERIFF CARLOS TURNER

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Elliott who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance.

APPOINTMENTS

1. Ms. Sharnelle Hamlin: Riverside Community Criminal Justice Board
2. Appointment: Ms. Melissa Rollins—FOIA Officer
3. Appointment: Ms. Melissa Rollins—Clerk of the Board
4. Appointments: Ms. Melissa Rollins to the following Boards
 - Crater Planning District Commission
 - Hampton Roads Planning District Commission
 - Crater Youth Care Commission (CYCC)
 - CPMT (through Youth and Family Resources)
5. Resolution 2020- 01: Appointment, Ms. Rollins—RCCJB
6. Resolution 2020-02: Appointment, Ms. Rollins—RRJA

Supervisor Lyttle made a motion to approve the re-appointment of Ms. Sharnelle Hamlin to the Riverside Community Criminal Justice Board. Supervisor Holmes seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively. **(Approved)**

Supervisor Drewry made a motion to appoint Acting County Administrator, Melissa Rollins as the FOIA Officer for Surry County and as the Clerk of the Board of Supervisors, as well as to the following Boards and Commissions:

- Crater Planning District Commission
- Hampton Roads Planning District Commission
- Crater Youth Care Commission (CYCC)
- CPMT (through Youth and Family Resources)

Supervisor Lyttle seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively to approve the motion to adopt the aforementioned appointments. **(Approved)**

Supervisor Drewry advised of the following appointments:

- Director of Emergency Services: Supervisor Robert Elliott, Jr.
- Coordinator of Emergency Services: Mr. Ray Phelps
- Improvement Association: Supervisor Kenneth Holmes
- Planning Commission: Supervisor Judy Lyttle
- Highway Transportation and Safety Commission: Supervisor Robert Elliott, Jr.
- Wetlands Board: Supervisor Robert Elliott, Jr.
- Surry Department of Social Services Board: Supervisor Kenneth Holmes
- Chief Elected Officials – Crater Work Force Board: Supervisor Judy Lyttle

Supervisor Lyttle made a motion to approve the appointments as listed above. Supervisor Holmes seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively. **(Approved)**

Supervisor Drewry advised of the following appointments for public information:

- Building and Grounds Committee: Supervisor Kenneth Holmes
- Personnel Committee: Supervisor Judy Lyttle and Supervisor Michael Drewry
- Fiscal Affairs: Supervisor Tim Calhoun and Supervisor Drewry
- Crater Work Force Development Board: Michael Drewry

(No action needed – informational only)

CONSENT ITEMS

1. Budget Adjustment: School Board FY2019-20 Grant Appropriation
2. FY2019-20 School Board Budget Request: Carryover of Unspent local funds
3. FY2019-20 Budget Adjustment—Capital Improvement Fund
4. Approval of Accounts Payable Reports: (Detailed Reports Included in the Online Agenda)
5. Change Order Exceeding \$50, 000 for Surry Rescue Squad & Emergency Operations Center
6. Resolution 2019-03: Support of Legislation Improving Local Fiscal Impact Review

Supervisor Holmes made a motion to approve the consent items as enumerated. Supervisor Lyttle seconded the motion. Supervisors Elliott, Drewry, Lyttle, Holmes, and Calhoun voted affirmatively to approve the consent items as enumerated. **(Approved)**

UNFINISHED BUSINESS

1. Board Reorganization: Bylaws, Schedule, Appointments to Boards and Commissions

Supervisor Drewry advised an amendment was made to the Board of Supervisor by-laws to include a work session prior to regular meetings to be held at 5pm subject to cancellation if deemed unnecessary, as well as an amendment to adopt future agendas before regular board meetings. Supervisor Drewry made a motion to adopt the aforementioned amendments to the Board of Supervisors by-laws. Supervisor Lyttle seconded the motion. All present voted affirmatively to adopt the two amendments. **(Approved)**

Supervisor Drewry made a motion to amend the Board of Supervisors Tentative Meeting Schedule to reflect the inclusion of the 5pm work sessions as needed for future meeting dates. Supervisor Lyttle seconded the motions. All present voted affirmatively. **(Approved)**

PUBLIC HEARING

1. Conditional Use Permit No. 2019-03: Mr. Steve Vaillancourt
Mr. William Saunders, Director of Planning and Community Development introduced Mr. Steve Vaillancourt and his request for Conditional Use Permit No. 2019-03, to operate a motor vehicle repair shop at his residence: 1170 Hollybush Road, Dendron, VA.

Supervisor Elliott advised the Public Hearing was opened for comment.

Mr. Steve Vaillancourt, as well as two of his neighbors, spoke in support of approving his request for 'Conditional Use Permit No. 2019-03'.

After asking for any further comments from the public, Supervisor Elliott closed the public hearing.

Supervisor Lyttle made a motion to approve the request for 'Conditional Use Permit No. 2019-03' as presented. Supervisor Drewry seconded the motion. All present voted affirmatively. **(Approved)**

REPORTS

1. November 2019 Budget to Actual Expenditure Report
2. Treasurer's Investment Letters
3. Report on Examination of Commonwealth Revenues as of December 31, 2019
4. December Project Report Updates

(INFORMATIONAL – NO ACTION TAKEN)

CITIZEN COMMENTS **Citizen Comments are now included in the corresponding audio file link available on the County Website.*

BOARD COMMENTS **Board Member Comments are now included in the corresponding audio file link available on the County Website.*

COUNTY ADMINISTRATOR'S REPORT

- Thanks to Mr. Delon Brown, Director IT, for microphones
- VATI Grant Broadband Funding – received 2.25 million
Thank you to the Ms. Rhonda Russell, Economic Development, Economic Development Authority, Mr. David Harrison, Mr. Delon Brown, and Board of Supervisors. Anticipating more meetings with Prince George Electric Co-op.
- Mr. David Harrison presented the anticipated designation of Gray's Creek as a Virginia Scenic Waterway.
- Mr. David Harrison advised on the Surry County 2020 Census, Census Committee and Chairperson.

A complete audio file of this meeting is available under the agenda portion of the County website.

ADJOURNMENT

There being no further business before the Board, Supervisor Lyttle made a motion that the Board continues their meeting to Thursday, January 30, 2020 at 5:00 PM at Surry County High School for the purpose of holding a joint meeting with the Surry County School Board. Supervisor Drewry seconded the motion. All presented voted affirmatively.